

# How to Manage My Giving with Realm

**Realm helps you give a one-time gift or set-up reoccurring giving, plus check your pledges and view giving history.**

1. Open the Realm Connect App. Realm will open to the News screen.
  - a. On Android, the app name is "Connect"
2. Select "Giving" found in the bottom bar on an iPhone.
  - a. On Android, the Giving option is not on a menu at the bottom of the page (as it is on iPhone) but part of the menu that one accesses by clicking on the four menu bars on upper left of the screen.
3. If this is your first time giving...
  - a. You will get a tip on "Quick and easy giving." Once you have read this, click the "Got it" button.
  - b. This page could have different looks...
    - i. **For iPhone:** If you have a pledge on your account, the top of the page will have two options: "Gifts" and "Pledges." If you don't have a pledge on your account, you will only have a page title of "Giving" that is not clickable. *Skip to step 3 in this instance.*  
**For Android:** The Giving screen has three options across top of the page: Give Now, Pledge, and History.
      1. To check your current pledges, select the "Pledges" option
        - a. This will include the start and end date of the pledge, plus the dollar amount and how far you've gotten on the pledge.
      2. Click on the "Gifts" option to see a history of your giving under the year to date heading. Listed in each gift is the date, amount, and fund/type.
        - a. If you have reoccurring giving set-up, you will see a scheduled area at the top with your next gift. Then below you will see past giving history by year of gift.
      3. Near the top of the page you will see "Make a gift" on iPhone. On Android you will see "Give Now."
        - a. Select this bar to give now.

- b. Put in the dollar amount you'd like to give and select which fund you want to donate to.
  - i. Our "General Offerings" fund supports all that we do. This fund covers our operational expenses, and enable ministries in our church, our community, and the world.
  - ii. If you wish to donate to multiple funds, simply click on "+ Another Fund." Complete the information as you did above.
- c. For a one-time gift, select "Give Once" and insert the date you'd like to give.
- d. If you select "Give Multiple Times," you will need to select how often to give. This reoccurring gift can have an option for an end date by clicking on the "+ End" and inserting a date. To leave the gift as ongoing with no end date, do not open that tab.
- e. Once all information is filled in, click "Continue."
- f. If you do not have a payment method on your profile, you will have to insert your "Credit or debit" information or your "Bank Account" information.
  - i. Near the bottom of the page you have the ability to save your payment option for future giving by making sure the box next to "Save for Future" is checked.
  - ii. There is also an option to contribute a small amount to defray the cost of the financial transaction. Select the box to set or clear this option.
  - iii. Once complete, select the "Give" button (this button will list the gift amount).
  - iv. You will see a confirmation screen with a receipt number. Click finish and you're done!
- g. If you have a payment method loaded in your account, you can click on the down arrow to the right of the pre-determined selection and choose another payment method shown, or you can add a new payment method by selecting "Enter a different payment method." Once "Enter a different payment method" is chose, select the button 'Credit or Debit' or 'Bank Account' and fill in the necessary information.

If you are receiving emails that you do not want to get from Realm, turn them off through Realm settings. Please do not click on the Unsubscribe link in the emails, which will unsubscribe you from all SOTV emails through Realm. If you need help working with Realm, email [realm@sotv.org](mailto:realm@sotv.org) or contact the church at 952.432.6351.